



TEMPLE SINAI

A vibrant, progressive community

A Parents' Guide to Your Child's B'Nai Mitzvah

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Dear Temple Sinai Parents:

Every synagogue-community has a slightly different B'nai Mitzvah culture. While many things about this joyous and momentous day are universal, such as reading from the Torah, every synagogue has its own expectations regarding both the ceremony and the celebration. At Temple Sinai, we are proud of being a diverse and inclusive Reform Jewish community, and we want our children's coming of age to reflect these values.

The "Temple Sinai Parents' Guide to Your Child's B'nai Mitzvah" was developed to address two needs: first, to answer questions that many families have when beginning to plan for their child's B'nai Mitzvah, and second, to communicate the temple's guidelines and expectations regarding the ceremony and celebration.

The information in this guide was originally compiled by temple members Susan Laster and Hildy Neumann, with input and guidance from Rabbi Vogel and Linda Katz, Temple Sinai's Executive Director. It has subsequently been revised. We have tried to respond to frequently asked questions, provide helpful planning tips, and indicate which Temple expectations are mandatory and which are not. If you would like a current list of vendor resources which have been recommended by Temple families or others, contact Linda Katz who will email it to you.

We hope this guide is useful to you as your child approaches B'nai Mitzvah. During planning for the B'nai Mitzvah celebration, you may have a variety of questions. This guide should address some of these questions. For other questions regarding B'nai Mitzvah training, issues around the Shabbat service, or roles of family members during the service, please ask Rabbi Vogel. For questions regarding rental of the synagogue facilities or other fees, please contact our temple Executive Director Linda Katz. For questions regarding the 6th and 7th grade school curricula, please contact Education Director Jen Zak. We will be happy to address any concerns or questions you may have.

Mazel tov!

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Overview: The B'nai Mitzvah Experience at Temple Sinai

Rabbi Andy Vogel

As Jewish young men and young women approach age 13, they are asked to consider how their roles are about to change over a long, long time. At Temple Sinai, we see B'nai Mitzvah as a type of “gateway” toward adulthood (first into adolescence), and as our teens pass through it, they try on new ideas about adulthood, new responsibilities, and new skills that will lead them to a firm Jewish identity when they finally reach adulthood.

At Temple Sinai, the B'nai Mitzvah preparation process should give teens life-long skills and values for becoming an adult Jew. As teens enter through this gateway, they select and do a variety of *mitzvot*, the commandments of Jewish tradition that all adults should study and perform.

Our B'nai Mitzvah students are encouraged to study Torah and interpret it in a D'var Torah they will present to the congregation. Building their life-long synagogue skills, students also learn the basic structure of a Shabbat morning service and lead some parts in all of it, not just in the Torah Service section, so they may walk into nearly any synagogue in the world and be comfortable, knowing “where they are” in the service. Students are asked to be involved in a project of social justice or Tikkun Olam, bringing repair to the world. And, last, students are asked to study the wide array of mitzvot in Jewish tradition, not just the ethical commandments, but also those commandments that involve ritual and study, by completing an “Exploring Mitzvot” curriculum. This way, B'nai Mitzvah is more than a presentation of leading the service, showing what students have accomplished before their family and friends; it is also a preparation for life-long Jewish involvement and meaning in which students gain understanding of a wide variety of Jewish practices, learning and doing.

The Training Process and the Service

In the 6th grade year, parents and students participate in four “pre-B'nai Mitzvah workshop” sessions, led by Rabbi Vogel and our education team. These workshops are designed to give an overview of what becoming a B'nai Mitzvah means – discussing the ideas of responsibility and obligations in Reform Judaism, growing older, being part of a community and performing acts of social justice. They allow parents and students to explore their expectations for the big event and talk about any concerns or anxieties they may have. The 6th Grade workshops are a helpful way to begin the preparation process.

Formal training for the B'nai Mitzvah begins about 9-10 months before the child's B'nai Mitzvah date with an initial meeting with Rabbi Vogel, who will assign all parts for the service, D'var Torah, Torah and Haftarah readings; review the “Exploring Mitzvot” curriculum; and provide the family with names of appropriate tutors for their child. For the Saturday morning service, students prepare to lead a variety of blessings and prayers from the service in both Hebrew and English, all of which they will have learned and discussed during the Hebrew School years. In addition, our students typically chant three or four *aliyot* sections of the Torah reading, roughly corresponding to 10-15 verses of Torah, and about 5-8 verses of the Haftarah, which is taken

from the books of the Prophets. The tutors' help students learn the chanting either by memorization or by teaching them the system of *trop* signs in the Hebrew text.

In addition to playing a role in leading parts of the Saturday morning service, students are given honors in the service the night before their B'nai Mitzvah, specifically, lighting the Shabbat candles with parents in the Friday night service and reciting the Kiddush blessing over wine. Depending on the schedule, Friday night services begin either at 6:00 pm or at 7:30 pm. Note that services in which a B'nai Mitzvah is celebrated are held on Shabbat mornings only. Temple Sinai does not hold Saturday evening B'nai Mitzvah ceremonies.

Typically, children meet with a tutor weekly for about 9-10 months for their training; sessions with the tutor occur either at the family's or the tutor's home. Tutors work on the Hebrew reading and chanting sections of the service. Parents arrange payment for these sessions with the tutor directly. We ask that families employ one of the recommended tutors who are most familiar with Temple Sinai's standards and approach to Shabbat worship and B'nai Mitzvah, and that they make initial calls to the tutor after their first meeting with Rabbi Vogel when they receive their assignments.

Rabbi Vogel and our clergy staff are involved throughout the training period. After the initial meeting with Rabbi Vogel, students will be assigned to work with one of our rabbis or student rabbis on crafting a D'var Torah (interpretation of an aspect of the Torah portion). Also, one of our clergy staff meets with students once or twice to monitor their progress on Hebrew reading and chanting. A final rehearsal is held in the Sanctuary with Rabbi Vogel about ten days before the B'nai Mitzvah ceremony, and, prior to this, Rabbi Vogel meets with parents to discuss the specific honors for the ceremony, and to prepare parents for a meaningful life cycle occasion. (Please see the accompanying chart, "B'nai Mitzvah Ceremony Preparation Timeline" elsewhere in this handbook.) Rabbi Vogel is always available to discuss any concerns or questions you may have about your child's training and preparation.

During the Shabbat morning service, parents are invited to the Bimah to offer their own personal blessing to their child, words from the heart. This blessing may take the form of sharing your hopes and dreams for your child, recounting a meaningful anecdote about him or her, or reciting a poem to him or her. While thanking friends and family members is important, we ask that parents not take this opportunity on the Bimah to do so, and we encourage students and parents to offer their thank you's at your party or reception.

B'nai Mitzvah and Beyond

Students who have participated in a minimum of four years of religious school at Temple Sinai (or another comparable synagogue religious school) are eligible for B'nai Mitzvah. We expect all 7th graders to enroll and attend class for the entire 7th grade year, regardless of what month the child's B'nai Mitzvah occurs. Because Jewish learning is a life-long practice that never ceases to enrich us as Jews, the long-standing expectation of our congregation is that students will continue their Jewish engagement at Temple Sinai through the 12th grade year, and beyond, through a rich variety of modalities, activities and ways to be involved. Our excellent and diverse offerings for our teenagers are called by the umbrella name "Sinai U", begin in 7th grade, and help build our teens' sense of their Jewish selves, their interpersonal connections with their Jewish peers, Jewish intellectual lives, Jewish spirituality and social justice values. Our "Sinai U" opportunities and options include: optional classes for students in grades 8-12,

monthly social justice opportunities, regular Tikkun Olam opportunities for teens to help those dealing with poverty, serving as a Madrich (student helper) or Madricha with younger students in our Religious School, reading Torah on Shabbat or holidays, our girls Rosh Chodesh and boys Shevet discussion groups, and more. We encourage parents to reinforce the expectation of continual Jewish life in conversations with their teenagers, and hope that you share the vision that Jewish involvements are life-long.

Temple Sinai's General Considerations and Policies

- Temple Sinai does not allow photography during the service itself, but encourages families to take photos earlier in the morning, before guests arrive.
- Our custodian opens our Sanctuary at 9:30 a.m. to allow families to take family pictures on the Bimah or in the Sanctuary. If you would like to have your child's photograph taken with the Torah, please contact Linda Katz to make those arrangements.
- We do not permit candy to be thrown during the service.
- Please ask that teenage guests use appropriate behavior during the service (e.g., no texting, minimizing trips to the restroom, etc.).
- Our Music, Prayer & Ritual Committee asks that families not produce or distribute their own handout for B'nai Mitzvah services. Instead, Temple Sinai's office creates a handout each week to welcome guests and highlight community announcements.
- The Temple Sinai community provides a greeter for the preceding Friday night Shabbat service and the Saturday morning service. Families may choose to have a family member serve as an additional greeter.
- We encourage you to consider inviting all the students in your child's Temple Sinai class to celebrate at your child's B'nai Mitzvah.
- Regarding honors for family members: See the following section regarding participation in the ceremony by non-Jewish relatives.
- Families are asked to provide a challah for the Saturday service.
- Please wear appropriate attire on the Bimah.

Celebrations for Your Child and Community

- Parents are encouraged to sponsor the Friday night Oneg Shabbat at services the night before.
- Providing a Saturday morning Kiddush lunch following the service, open to the entire congregation, is encouraged.
- Inviting all the students in your child's class to the B'nai Mitzvah is in keeping with Jewish values and helps create and sustain an inclusive community.
- Many Jewish families now do a candle lighting ceremony. This is a new American ritual with origin in Sweet Sixteen parties; it is not based in Jewish tradition, and is therefore optional.

There are different forms of celebration:

- We value diversity at Temple Sinai, and we embrace the wide range of different kinds of celebrations in our community. Celebrations range from very informal to very elaborate. We strive to make every family comfortable with their own choices.
- There is no single way to do things – the form of celebration is an individual family decision.
- This flexibility enables each family to celebrate in a way that reflects their own values, priorities and budget.

Suggestions from Other Parents:

Have clarity on Parents' roles vs. Children's roles:

- Parents
 - Arrange meetings with tutor.
 - Help keep the child on schedule.
 - Set and manage the budget for the celebration.
 - With the child, plan a celebration that is meaningful to the family and reflects the family's values.
 - Handle the details of the celebration.
 - Write a personal blessing to say to your child from the Bimah during the service.

- Children
 - Learn Torah and Haftarah portion/trop and prayer assignments.
 - Write D'var Torah (with Rabbi Vogel's assistance).
 - Choose and write-up *mitzvot* in the "Exploring Mitzvot" curriculum (parents are encouraged to be involved).
 - Choose and perform a *Tikkun Olam* project.
 - Plan the celebration with parents.

Other

- Many families choose to make a donation to the Temple (e.g., to the Rabbi's Discretionary Fund or one of the other Temple funds) as an expression of gratitude.

Considerations for out-of-town guests

- Deciding whether or not to invite the parents of the child's out-of-town friends is up to the parent
- Provide all directions.
- Provide transportation for the child's friends.

Helpful tips for families

- Number the RSVP cards in case someone returns one without writing in their name.
- If you use preprinted addresses on the invitation envelopes, you will need to finalize your guest list before ordering the invitations. Having the addresses written on the envelopes by a calligrapher also impacts your schedule. Consider using address labels/stickers for invitation envelopes – this will enable you to order invitations early and then print the labels yourself when the guest list is final. (They can also be used for thank you notes.) Paper Source's website provides an easy format – see the vendor list for details.
- Use envelope moistener (available from office supply store) instead of licking invitation envelopes.

- Consider swapping oneg sponsorship dates with another B'nai mitzvah family (less to do and/or worry about the evening before) and refer to the Temple's oneg/pre-service nosh guidelines (attached).
- Consider donating centerpieces to a charitable organization (e.g., a shelter or nursing facility) after your celebration.

Nice touches

- Welcome/goody bags at the hotel for out of town guests.
- Socks for girls to avoid slipping when dancing/playing games.

Resources

- Linda Katz, Temple Executive Director, 617-277-5888 ext. 5 or executivedirector@sinaibrookline.org.
- Book: "Putting God on the Guest List" by Rabbi Jeffrey K. Salkin
- Book: "The Bar/Bat Mitzvah Planner" by Emily Haft Bloom (there are many similar books)

FAQ: How can family members and others who aren't Jewish participate at a Temple Sinai B'nai Mitzvah?

by Rabbi Andy Vogel

Our congregation is committed to welcoming everyone who comes to Temple Sinai, regardless of their religious background. We do our best to explain and include every person in the congregation, Jews as well as those who have other religious traditions.

Many families wish to give honors to their relatives, and often ask important questions about how non-Jewish relatives may be honored. There are a number of honors that non-Jewish relatives can be given during the service. Opening and closing the Ark curtains and dressing the Torah are among these honors, and at times families have also invited one or two non-Jewish family members to recite an additional English reading during the service as a way to honor them, too. Rabbi Vogel can discuss these options with you.

Some honors during the service are appropriate to be given only to Jews. For example, only those who are Jewish should actually recite the Torah blessings before and after each *aliyah* (section of the Torah) is read. Lifting the Torah is also a ritual generally reserved for Jews, as is presenting the *tallit* to the B'nai Mitzvah child.

Parents of the B'nai Mitzvah child who are not Jewish play a special role, and are encouraged to be present for all parental honors during the service. It is important to Temple Sinai and our clergy that parents be honored as their child reads from the Torah. We don't merely allow non-Jewish parents to stand next to their child on the Bimah at this significant moment, we encourage it. Accordingly, it has been our practice to call up the parents of the B'nai Mitzvah child when the *aliyah* blessings are said, including a non-Jewish parent who might stand next to a Jewish parent reciting the blessings. The same is true of our ritual "passing the Torah through the generations"; non-Jewish parents are strongly encouraged to stand before the congregation and pass the Torah to their child. If a non-Jewish grandparent has actively participated in transmitting Jewish tradition to the B'nai Mitzvah child through the years, we encourage that grandparent to also stand in the line of the generations, but if he/she has not been actively involved, it would be more appropriate that s/he not participate in this ritual.

About one month before your child's B'nai Mitzvah, Rabbi Vogel will meet with you as parents to discuss all the honors for the service in detail, and will be happy to address any questions you may have about how to honor your family members in a way that will create a joyful, meaningful and inclusive service.

Sinai Lu'ach

So our whole Temple Sinai community can all celebrate with you, parents should submit a brief paragraph about their child to the Sinai Lu'ach editors:

Jane Ellin & Beth Winikoff

Please send your 2-3 sentences to news@sinaibrookline.org at least 10 weeks before your child's B'nai Mitzvah

B'nai Mitzvah

**Phoebe Shay
Bat Mitzvah
April 7, 2018**



Phoebe is a 7th grader at the Lawrence school in Brookline. Phoebe's favorite thing to do is spend time with her friends, either playing soccer, heading to Coolidge Corner breaking out the xbox, or binge-watching Netflix. She can most often most often be found wearing her Beats listening to Spotify and singing along. Phoebe is a goalkeeper for her Brookline soccer club team, Courage. She is a good-natured, funny, and conscientious hard worker who rises to life's challenges, including preparing for her Bat Mitzvah.

jazz band and cello in the orchestra. Outside of school, Caleb loves playing hockey and baseball on local teams.

**Eva Chandler
Bat Mitzvah
April 21, 2018**



Eva is a 7th grade student at Bigelow Middle School in Newton. She loves gymnastics, drawing, Crane Lake Camp, hanging out with her friends, and binge-watching on Netflix. Eva rides a unicycle, takes springboard diving classes, and loves chicken noodle soup either at Johnny's in Newton or any of her favorite Thai restaurants in the area. Her Mom and Dad think she's awesome!

**Caleb Jaffe
Bar Mitzvah
April 14, 2018**



Caleb Jaffe, son of Iris and Jacob Jaffe of Cambridge, is looking forward to celebrating his Bar Mitzvah with his family, friends and the Temple Sinai community. For his Mitzvah project, Caleb combined his love of cooking with his desire to help his community by volunteering with Community Cooks to provide meals for a homeless women's shelter in Cambridge. Caleb attends the Cambridge Street Upper School where he plays guitar in the

**Caroline Brown
Bat Mitzvah
April 28, 2018**



Caroline Brown is a seventh grader attending Dexter Southfield. She has lived in Brookline since 2016, when she and her family moved from Denver, CO. She is an avid figure skater and a member of the Skating Club of Boston. She began skating at age 5 and trained for several years in Colorado Springs, home of U.S Figure Skating and the Olympic Training Center. When not skating, Caroline enjoys making slime and socializing with her friends.

B'nai Mitzvah Ceremony Preparation Timeline for Students & Parents

<i>Type of Meeting</i>	<i>Length of Time before the B'nai Mitzvah Date</i>	<i>Meet with...</i>	<i>Duration of Meeting</i>
<p>Initial meeting Rabbi Vogel will discuss with the student and his/her family <u>all</u> assignments and responsibilities for the B'nai Mitzvah. Parents will get contact info for a tutor whose teaching style / personality will fit their child's needs. Student and parent/s should all attend.</p>	<p>About 9-10 months before the B'nai Mitzvah</p>	<p>Rabbi Vogel</p>	<p>45 minutes</p>
<p>3 D'var Torah meetings: #1 D'var Torah preparation – Either Rabbi Vogel or Rabbi Talia Stein will meet with the student to study the Torah portion together, and prepare an initial outline of the student's D'var Torah (interpretation of Torah portion) and Tikkun Olam project. (Students will go home to write a first rough draft following the meeting.) Student should attend, and bring an 8-sentence summary of the Torah portion. A parent's attendance is optional.</p>	<p>4½ months before B'nai Mitzvah</p>	<p>Rabbi Vogel or Rabbi Talia Stein</p>	<p>30 minutes</p>
<p>#2 D'var Torah preparation – Rabbi Vogel or Rabbi Talia Stein will help work with the student on his/her rough draft, written during the previous two weeks. Student should attend. A parent's attendance is optional.</p>	<p>4 months before B'nai Mitzvah (about 2 weeks after meeting #2)</p>	<p>Rabbi Vogel or Rabbi Talia Stein</p>	<p>30 minutes</p>
<p>#3 D'var Torah preparation – Rabbi Vogel or Rabbi Talia Stein will discuss the student's draft, with an eye towards completing the final draft. Student should attend. A parent's attendance is optional.</p>	<p>3½ months before B'nai Mitzvah (about 2 weeks after meeting #3)</p>	<p>Rabbi Vogel or Rabbi Talia Stein</p>	<p>30 minutes</p>
<p>All Hebrew Check In Rabbi Talia Stein will listen to all Hebrew parts assigned to student, to gain a sense of the student's progress so far.</p>	<p>2 months before B'nai Mitzvah</p>	<p>Rabbi Talia Stein</p>	<p>20 minutes</p>

<i>Type of Meeting</i>	<i>Length of Time before the B'nai Mitzvah Date</i>	<i>Meet with...</i>	<i>Duration of Meeting</i>
<p>Parents Check-In Meeting Rabbi Vogel will meet with the student's parent/s to "check in" about the service, discuss the <i>aliyot</i> and family honors, the progress of the child, and any other important general issues or concerns of the family. Only parent/s should attend; students should <u>not</u> attend.</p>	<p>4 weeks before B'nai Mitzvah service</p>	<p>Rabbi Vogel</p>	<p>45-60 minutes</p>
<p>Final Rehearsal Rabbi Vogel will meet with the student and parents for a complete walk-through rehearsal in the Sanctuary. (This is not a "dress rehearsal," but an opportunity for students to walk-through the service, and practice all of his/her service assignments on the Bimah.) Student and parent/s should attend.</p>	<p>8-9 days before the B'nai Mitzvah (usually the Weds. or Thurs. afternoon, one week before the ceremony)</p>	<p>Rabbi Vogel</p>	<p>75 minutes</p>

B'nai Mitzvah Celebration Chronology & Planning Suggestions

compiled by Temple Sinai parent members

- 1. During 5th Grade: Rank your preferred dates for your child's B'nai Mitzvah date with the temple staff:**
Each year in January or February, our Executive Director, Linda Katz, invites all 5th grade parents to submit their top 4-5 choices for B'nai Mitzvah date selection, and, with Rabbi Vogel, establishes the calendar (usually two years in advance)

- 2. During 6th Grade: Attend the Pre-B'nai Mitzvah Family Workshops led by our staff**
Rabbi Vogel and our staff conduct 3-4 workshops for 6th graders and their families, to prepare for the B'nai Mitzvah experience. Typically, these occur from 5:30pm-7:00pm in the spring months, and include sessions on: Jewish attitudes toward growing up and taking responsibility; an overview of Torah, *mitzvot* and Reform values; learning to chant from the Torah; and thinking about the Tikkun Olam project.

- 3. 9-10 months before the service: Your Child's Torah & Prayer Assignments**
Rabbi Vogel will discuss with the student and his/her family all assignments and responsibilities for the B'nai Mitzvah. Parents will get contact info for a tutor whose teaching style / personality will fit their child's needs.

- 4. Planning your child's party and celebrations: Getting Organized**
Set up a your own system to keep track of the planning details:
 - a. Accordion file folder with a section for each item or a notebook with a tab/section for each item
 - b. Spreadsheet with checkboxes for when you have completed each task

- 5. Consider the type of celebration you want for your family and guests**
The morning Shabbat service can be followed by:
 - a. A Kiddush luncheon downstairs in Temple Sinai's Ehrenfried Hall for whole Temple Sinai community, as well as your family's guests, followed by more formal nighttime celebration for your family, friends, and children. (*Note: We strongly encourage families to consider hosting a Kiddush lunch in Ehrenfried Hall.*)
 - b. A Kiddush luncheon at TS for whole TS community and your family, friends, and children, followed by a nighttime casual party for student's friends only
 - c. Off-site luncheon and party for your family, friends, and student's friends
 - d. Off-site luncheon and separate nighttime casual party for the student's friends only
 - e. No food after service and a nighttime celebration for adults and student's friends
 - f. No food after service and a nighttime celebration for student's friends
 - g. Some other form of celebration (e.g., an informal picnic and games at a park)

1 year in advance: Visit venues if you are planning an off-site event

Book your venue as soon as you can. Try to do this one year in advance since you might be competing for venues with weddings.

If you wish to reserve Ehrenfried Hall at Temple Sinai for your Kiddush luncheon, please contact Linda Katz, our executive director.

6. **Then start planning your other arrangements.** Each of these items requires a contact name, phone number, price/estimate and timeline including date to meet. Some (especially caterer, photographer and entertainment) will also require a reference.
- a. Invitations
We encourage families to consider inviting all the other 7th grade students in their child’s Hebrew School class to the B’nai Mitzvah service and/or other celebrations, as a way to establish an inclusive environment in the Temple community.
 - b. Catering (some venues insist you use their catering)
 - c. Entertainment
 - d. Decorations (do you want to have a color scheme to coordinate invitations, centerpieces and other elements?)
 - e. Flowers (for the bimah Friday night and your event the next day)
 - f. Photographer
 - g. Other decisions to consider:
 1. Kippot – If you wish, your family may consider ordering personalized Kippot which can be distributed at the service. (Optional)
 2. Other “swag” – We discourage families from printing up T-shirts, sweatshirts or other items with your child’s name, because some school system administrators have voiced their concerns about leaving some students feeling excluded from a B’nai Mitzvah celebration when other students show up at school wearing these items.

Please note that the Temple maintains a list of vendors, caterers and florists who have been used and recommended by other Temple Sinai families. Please contact Executive Director Linda Katz if you would like this document emailed to you. Please feel free to give Linda your own recommendations after your event is over so that they can be shared with future b/mitzvah families.

A Sample B’nai Mitzvah Parents’ Celebration-Planning Timeline
created by Temple Sinai parent volunteers

Date	Task	Done?
1 year out	Select/sign contract with venue	
8 months out	Select/sign contract with DJ, if desired	
	Develop guest list	
7 months out	Select/sign contract with transportation company	
	Select/sign contract with hotel(s) for guest rooms	
	Create/mail “save date” notes	
6 months out	Select invitation & desired wording	
	Select/order invitations	
5 months out	Select/sign contract with photographer	
	Select/sign contract with pianist	
	Plan menu with venue/caterer	
2 months out	Address invitations (all known, may need to wait for camp/school)	
	Develop preliminary seating chart	
	Prepare directions to include with invitation	

Date	Task	Done?
	Plan centerpieces	
	Schedule meeting with DJ	
	Mail invitations	
	Purchase clothes, shoes, accessories	
	Acquire (e.g., purchase, borrow, receive as gift) tallit	
	Order kippot & favors	
1 month out	Confirm transportation	
	Finalize party schedule and details with DJ	
	Hotel room cutoff date	
	Purchase thank you gift for tutor	
	Plan aliyot & honors	
3 weeks out	RSVPs due; follow up on missing RSVPs	
	Check in with photographer	
2 weeks out	Meet with Executive Director Linda Katz to finalize logistics at temple	
	Finalize seating plan	
	Purchase paper goods for oneg & brunch	
	Follow up with florist	
	Order flowers for bimah (coordinate with Paul Kelly, Temple Administrative Assistant, 617-277-5888 ext. 3)	
	Rehearsal at temple	
	Plan/order food for oneg	
	Plan/order food for Sunday brunch	
	Finalize transportation pick-up times	
	Make salon appointments	
	Make place cards	
	Choose/order thank you notes	
	Confirm final details with venue	
8-9 days prior	Attend walk-through rehearsal in the Sanctuary with Rabbi Vogel	
1 week out	Make welcome bags for hotel guests	
Day before	Purchase challahs for Shabbat	
	Bring to venue: centerpieces, favors, place cards, numbered table plan, any instructions	
	Oneg Shabbat	
Day of	B'nai mitzvah & celebration. Bring: challah, list of student's friends for bus, contracts and envelopes with checks/tips for DJ/MC, keyboardist, photographer	
Day after	Brunch for out-of-town guests (optional)	
2 weeks after	Write thank-you notes	
	Make donation to Temple (encouraged)	

Appendix I:
Oneg Shabbat Guidelines
7:30 p.m. Erev Shabbat Services
(Oneg occurs after the Friday night service concludes)

What to bring: You can decide what you would like to provide - be as creative as you would like. Cakes, cookies and pastries (homemade or from a bakery) are always well received. Other ideas include dried and fresh fruit, a cheese platter or vegetables and dips.

Everything can be brought to the Temple right before services, or on Friday before 2:00 pm, and placed downstairs in the kitchen making sure that everything is labeled as being for the Temple's oneg. If you would like to have the food catered and delivered to Temple Sinai, the office is open from 9:00 am to 3:00 pm on Fridays. Please notify the office in advance.

Please note that you will need to bring challah for the kiddush.

You may also want to provide:

- ~beverages, such as juice and sodas (the Temple will provide bottles of plain seltzer)
- ~if you wish to provide coffee, bring a 1 pound can of decaf coffee (plus milk or cream)

The Temple provides plain seltzer, sugar, sugar-substitute and basic-quality plates, cups, napkins, tablecloths and plastic utensils. If you would like something more festive, please feel free to substitute your own.

Setting Up and Cleaning Up: Mario Calderon (our custodian/accommodator) will set up trays and put everything out for the oneg. Mario will also prepare hot tea, and put out plates and utensils. If you provide a can of coffee (decaffeinated preferred) he will brew it and set it up on the beverage table in Ehrenfried Hall. Mario will clean up afterwards (this does not include washing dishes.) Please help us to keep Temple Sinai green!

We keep some serving plates and utensils in the locked tan cabinet to the right of the kitchen entrance and in the glass-fronted cabinets to the left of the entrance. The lock combination is 3618. Please be sure to return the washed dishes to the cabinet after the oneg and reset the lock. Please do not put food into the cabinets.

Flowers: If you plan to donate flowers for the *bimah* and/or *oneg* table, you can use your own florist or call one of the following florists familiar with Temple Sinai:

- *Albert's of Brookline 617-232-3353
- *Stephanie's Flowers 617-469-4747

If you prefer, the Temple office will order the flowers for you if you call by Wednesday. The florist will send the bill directly to your home. You can specify the colors or type of flowers you want in the arrangement. The *bimah* flowers should be not more than 32" high and should be delivered to the Temple by noon on Friday. Please specify that no lilies be included in the arrangement. When no fresh flowers are ordered, we display the silk flower arrangements that are usually on the *bimah*.

Finally.....There are generally 50-80 people attending services. Some Erev Shabbat services are special occasions and more people may attend. If you are hosting a B'nai Mitzvah oneg Shabbat for another family, it is best to ask that family how many people they are expecting to attend Friday night services and add that number to your count. Please call the office the week prior to the service to get better estimate of attendance or if you have any questions.

Appendix II:
Pre-Service Nosh Guidelines
6:00 p.m. “Shabbat@Six” Services
(Nosh occurs before Friday night service begins)

Arrival: Plan to arrive and have everything set up at least 15 minutes before the service is scheduled to begin at 6:00pm.

What to bring: You can decide what food you would like to provide. The intent is to provide service-goers with a light “nosh” before the service, as they won’t be eating dinner until they go home or to a restaurant after the service is over.

- Please also provide a *challah* for the service.
- Some food suggestions might include pretzels, nuts, grapes, sliced melon, pita chips, dried fruits, veggies and dip or humus, cheeses, crackers, etc.
- The temple provides bottles of seltzer.

Setting Up and Cleaning Up: Mario, our custodian, will set up a table with tablecloth, cups, plates and napkins in the vestibule of the sanctuary before you arrive. If possible, please bring your food on serving plates and have it ready when you bring it. If you need service items, we keep some serving plates and utensils in the locked tan cabinet in the kitchen to the right of the kitchen entrance and in the glass-fronted cabinets to the left of the entrance. The lock combination is 3618. If you use Temple serving pieces, please be sure to wash and return the dishes to the cabinet after the service and reset the lock. Please do not put food into the cabinets.

If you prefer, you can also leave your food in the Temple kitchen to the Temple on Friday before 2:00 p.m., making sure it is labeled, and come back to put it out at 5:45 p.m.

Flowers: If this is an occasion for which you plan to donate flowers for the *bimah*, you can use your own florist or order flowers from one of the following florists familiar with Temple Sinai:

- Albert’s of Brookline 617-232-3353
- Stephanie’s Flowers 617-469-4747

If you prefer, the Temple office will order the flowers for you if you call by Wednesday. The florist will send the bill directly to your home. You can specify the colors or type of flowers you want in the arrangement. The *bimah* flowers should be not more than 32" high and should be delivered to the Temple by noon on Friday. Please specify that no lilies be included in the arrangement. When no fresh flowers are ordered, we display the silk flower arrangements that are usually on the *bimah*.

Finally.....There are generally 50-80 people attending services. Some *Shabbat@Six* services are special occasions and more people may attend. If you are hosting a B’nai Mitzvah *nosh* for another B’nai Mitzvah family, it is best to ask that family how many people they are expecting to attend Friday night services and add that number to your count. Please call the office the week prior to the service to get better estimate of attendance or if you have any questions.

Appendix III: Food Policy at Temple Sinai

FOOD POLICY AT TEMPLE SINAI Passed by the Board of Trustees

BASED ON THE WORK OF THE FOOD SUBCOMMITTEE AND DISCUSSIONS BY THE MUSIC, PRAYER, RITUAL COMMITTEE - JULY 14, 2014

“You are free to eat from any tree in the garden; but you must not eat from the tree of the knowledge of good and evil, for when you eat from it you will certainly die.” Genesis 2:16-17

We are committed to the ongoing study of the whole array of mitzvot and to the fulfillment of those that address us as individuals and as a community. Some of these mitzvot, sacred obligations, have long been observed by Reform Jews; others, both ancient and modern, demand renewed attention as the result of the unique context of our own times. From the 1999 CCAR Statement of Principles

The question of what we should and should not eat has been with us since the Garden of Eden. As Reform Jews, we recognize wide personal autonomy in the making decisions about our eating practices and we seek to have those decisions informed by a lifelong engagement with Judaism. Through study, listening to others, and consulting our own beliefs, we define our own practices as we affirm that there are many paths toward spiritual meaning in our interactions with food.

In crafting a policy for dietary practice at Temple Sinai, we are aware of the diversity of opinion and practice. The Food Policy subcommittee of the Music, Prayer, Ritual (MPR) committee engaged in over a year of small group study about the many approaches to these issues within the Reform Movement. We have engaged the congregation through meetings, presentations at Shabbat services and elsewhere, and by inviting Rabbi Mary Zamore to speak on the topic as our Cohon Lecturer in 2013. The MPR Committee discussed an earlier draft of this document in meetings in the spring of 2014 and over email.

Our core consensus is that it should be possible for almost everyone to eat a reasonable meal when we serve a meal at Sinai. In saying this, we seek to be as welcoming and accommodating as possible as we seek to respect the choices of our members and guests while using the synagogue as a setting in which to encourage informed Jewish thought about those choices.

We propose

- 1) That Temple policy excludes traditionally non-kosher meats (pork and shellfish).**
- 2) That meat and dairy be kept separate, but that both be permitted at the same meal but not in the same dish.**

- 3) **That all dishes be labeled in a manner that allows guests at our meals to make informed and healthy choices; for example, about gluten, nuts, kosher vs non-kosher meat, milk vs nondairy creamer.**
- 4) **We support ethical treatment of animals and concern for the welfare of those who grow our food and we would urge congregants to keep these concerns in mind when purchasing food for Temple (or, indeed, any) events.**

To elaborate a bit:

- 1) In saying that *almost* everyone should be able to dine with us, we acknowledge that we may not be able to accommodate someone who is practicing any strictly halachic form of kashrut.
- 2) We might have trouble accommodating a strictly vegan diet.
- 3) Similarly, we might not be able to satisfy people with objections to what other people were eating at the same meal (e.g. a strict vegetarian who was not comfortable at any meal including meat or an individual who was not comfortable with meat and dairy being present at the same meal even if they were not combined.)
- 4) By “a reasonable meal”, we mean that everyone who comes to eat with us should be able to have a main course, side(s), and dessert without violating their core principles.
- 5) We expect this policy to govern temple events (e.g. Communal Shabbat dinners) and we hope that the same principles would govern other events at Temple (e.g. B’nai Mitzvah receptions).

In the end, we want meals at Sinai

- to be as welcoming as possible
- to be as sensitive as possible to the needs of all
- to reflect our Reform Jewish principles as well as our ties to the Jewish community
- to reflect our commitment to social justice and tikkun olam.